

Nevada Division of Forestry
Northern Nevada Urban and Community Forestry Grant Program 2004

Grant Package and Application

The Nevada Division of Forestry (NDF) is accepting proposals for its Urban and Community Forestry (U&CF) Grant Program. These grant funds are available to Northern Nevada communities to improve the quality and sustainability of their urban and community forests, through protection, restoration, planning and management. The objective of the grant program is to assist Nevada communities develop, manage and implement their urban forestry programs, increase public awareness of tree benefits, provide tree-care education, and involve citizen volunteers in urban forestry programs.

These grant funds are for northern Nevada projects only. Not eligible for funding are projects in the counties of Nye, Lincoln, Clark and Esmeralda counties.

FUNDING AVAILABILITY

- ☞ Minimum grant request \$500
- ☞ Maximum grant request urban forestry management planning or tree assessment proposals \$8,000
- ☞ Maximum grant request all other types of proposals \$5,000

GRANT TIMELINE

2004 Grant Writing Workshops

Carson City: 3:00 p.m. – 6:00 p.m., Thursday, February 26, 2004

Winnemucca: 2:00 p.m. – 6:00 p.m., Thursday, March 11, 2004

Elko: 3:00 p.m. – 6:00 p.m., Wednesday, March 17, 2004

Proposal due date

Proposals must be received no later than 12:00 noon, Monday, April 12, 2004.

Send 1 original plus 6 copies. *Faxed or late applications will not be considered.*

Submit proposals to: Urban Forestry Program, Nevada Division of Forestry
2525 South Carson Street, Carson City NV 89701-5502

Notification of Funding Decision

Friday, May 21, 2004

Grant Period

Tentative final approval and grant period start date: July 1, 2004

All projects must be completed by June 15, 2005

Reporting and Reimbursement

Quarterly updates are due October 15, 2004, January 15, 2005, & March 15, 2005, or until project is completed.

The final report and reimbursement request are due no later than July 30, 2005.

Sign-up for a grant writing workshop or call for information:

- ◆ Susan Stead, Urban Forestry Program Coordinator, Carson City, (775) 684-2506
- ◆ John Christopherson, Resource Management Officer, Western Region, (775) 849-2500 Ext. 243
- ◆ Tony Dietz, Community Forester, Northern Region, (775) 738-3454, or (775) 687-4012 from Reno)
- ◆ Pat Rowley, Nevada Cooperative Extension-Urban Forestry Program, (775) 784-1447
- ◆ Lisa Calderwood, Community Forester, Southern Region, (702) 486-5123 (Ext. 231)



The Nevada Division of Forestry — Urban and Community Forestry Program is funded through the U.S. Forest Service and delivered in cooperation with the University of Nevada Cooperative Extension and the Nevada Shade Tree Council. Nevada Division of Forestry and its partners are equal opportunity servers.

Nevada Division of Forestry-Urban and Community Forestry Grant Program Requirements

ELIGIBLE APPLICANTS

Eligible applicants include Northern Nevada state, county and local governmental units, nonprofit groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above groups. Not eligible are projects in Nye, Lincoln, Clark or Esmeralda counties. Applicants with an outstanding debt to the Nevada Division of Forestry of 90 days or more are not eligible for NDF Urban Forestry Program grant funding.

GRANT PROJECT REQUIREMENTS

1. Projects must benefit or provide education on urban trees, community forestry programs, or seek to remedy a specific need or problem concerning a community's trees.
2. Grant funds must be matched or exceeded, with non-federal project contributions. The grant match may be in-kind goods and services, contributions of materials, or cash. (Additional detail on eligible grant match on page 3.) The match must specifically relate to the proposed project and, except for project planning after approval notification, fall within the grant period. Approved grantees must keep accurate records of all expenditures and calculations of in-kind contributions according to applicable federal regulations.
3. Tree planting, demonstration and renovation projects must be on state, county, city or tribal land.
4. Successful tree planting project proposal applicants and volunteers shall be required to attend a training session on proper tree planting and care before project implementation.
5. Tree planting/renovation projects must be maintained for three years from the date of installation. Maintenance Specifications can be found on page 6.
6. Volunteer involvement must be a major component of tree planting projects. Proposals for workshops or tree inventories should also include volunteer involvement.
7. Tree planting projects should include some plants small enough to be planted by volunteers.
8. Plant materials must meet the American Standard for Nursery Stock (ANSI Z60.1). Any tree protection or maintenance projects must meet ANSI Tree Pruning and Safety Standards (Z133.1).
9. Projects must not otherwise be funded through an existing budget.
10. Projects must comply with federal, state and local laws, ordinances, and regulations. Grant funded activities must comply with federal and state equal opportunity and non-discrimination policies.

PROJECTS TO BE CONSIDERED are those that address or enhance the protection, establishment, restoration and/or the management and care of urban trees.

HIGHEST PRIORITY PROJECTS:

1. **Community forestry program development projects.** Comprehensive urban forestry planning, management, implementation, outreach or education; community, street, park or school tree inventory or assessment; tree hazard evaluation; tree care training for public employees; arboretum establishment; community tree guides (e.g. demonstration projects, tree species guides, historic or champion trees); and these and other efforts toward becoming a Tree City USA (e.g. Arbor Day planting, tree ordinance development; and tree board establishment).
2. **Tree care education, training or outreach related to the urban forest.** Includes establishment of outdoor classrooms; development, production or distribution of brochures or training materials; development of exhibits/audio-visual programs/signage; fund public service announcements or newspaper inserts; and other activities that provide education and training in the benefits of trees and forests, tree care, and community forestry management.

OTHER ELIGIBLE PROJECTS: **Tree planting projects** such as streetscapes planting, community gateway beautification, neighborhood parks, demonstration projects, urban conservation (windbreaks, riparian and wildlife corridors, soil stabilization), outdoor classrooms, school yards, arboretums, economic development/neighborhood improvement, and tree renovation projects; and for activities to celebrate Arbor Day, Nevada Shade Tree Week, Tree City USA, Make a Difference Day, or for state, local or national events.

Travel and per diem expenses to attend training for, and taking, the International Society of Arboriculture (ISA) Arborist Certification exam are eligible when combined with an approved urban forestry project.

ALLOWABLE COSTS

Eligible for funding are trees, shrubs*, and supplies required to ensure the health of plantings including irrigation** for new or existing trees, mulch/top dressing, soil amendments, fertilizer and tree protectors. Approval of funding for topsoil and tree stakes are evaluated on a project by project basis. Other allowable grant funded costs are travel/per diem expenses related to training for, and taking the International Society of Arboriculture Arborist (ISA) Certification exam; costs related to the development, production and distribution of educational and outreach materials; tree inventory software; speaker and conference costs**, rental equipment, administration/overhead (limited to 12% of grant request), personnel, contractual, and other costs essential to the success of the project. These costs are also eligible for the grant match.

**Up to 10% of the total funds requested for plants may be for shrubs. For example, if the total funds requested for shrubs and trees are \$5,000, then 10%, (\$500) may be for shrub costs. For multi-row windbreaks, up to 25% of the total funds requested for plants may be for shrubs. **Some related costs may be ineligible, call for information.*

Not eligible for funding are the purchase of, or costs related to t-shirts, refreshments, entertainment, ISA Arborist Certification exam and renewal fees, ornamental grasses, forbs, turf and related costs, delivery-line irrigation, equipment, trails, hardscape, building demolition and construction, computers, vegetable gardens, permanent fencing, lighting, murals, and the purchase of water rights or land acquisition.

CRITERIA FOR EVALUATION Proposals that meet the eligibility and project requirements listed on page 2 will be evaluated using the following criteria.

- Degree to which the projects meets the intent of the U&CF program to improve levels of community tree health, protection, establishment, maintenance, planning or management.
- Degree project increases public awareness of tree benefits, community trees, and tree selection and care.
- Degree project provides social, economic, aesthetic, environmental, or educational benefits to the community.
- The project is accessible to the public.
- The project has a minority outreach component or involvement of underserved communities.
- Roles and responsibilities of volunteers are clearly defined.
- Community support of project demonstrated through donations and letters.
- The dollar amount requested is clearly defined and is reasonable for the described project.
- Match leverage of cash or in-kind contributions and donations is clearly defined.
- Partners and cooperators are actively involved in the project and their role is clearly defined.
- Goals are specific and realistic, and the project can be achieved in the grant period.
- Compliance and performance by the applicant on previous NDF funded projects is satisfactory.

IN KIND MATCH

In-kind matching contributions include but may not be restricted to: staff time on grant activities valued at their normal salary and documented by a time sheet; unpaid volunteer labor (valued at \$16.50/ hour trained labor, \$8-\$12/hour untrained labor) documented with sign-in sheet(s); cash donations; supplies or services purchased by, or donated to, the grant recipient valued at their normal rate or salary; value of equipment use or rental; consumable supplies provided for the grant (film, office supplies, postage, etc.); advertising; cost or value of refreshments served during project implementation, ISA exam fee, and value of discounts for supplies or services. Documentation of in-kind match must include payroll or time sheets, volunteer sign-in sheets, and/or receipt(s). Documentation of value for donated services or goods can be by receipt or by letter from project coordinator. All allowable costs described at top of this page are eligible for the grant match.

NOT ELIGIBLE for the grant match are costs related to entertainment, hardscape (e.g. sidewalks), building demolition and construction, equipment, computers, vegetable gardens, permanent fencing, lighting, murals, and the purchase of water rights or land acquisition. The value of services from Nevada Division of Forestry, Nevada Cooperative Extension Urban Forestry Program, and the USDA Forest Service and other federal employees are not an eligible grant match unless individuals provide services on personal time. NDF Conservation Camp crews may be used for match, at the camp daily rate, but cannot be considered as the required volunteer component.

GRANT REIMBURSEMENT AND FINAL REPORT REQUIREMENTS AND SCHEDULE

This is a reimbursable grant program. Unless grantee demonstrates a need for a cash advance or partial reimbursement, payment of grant funds shall be made when the project is completed. Reimbursement is based on actual costs documented by receipts dated within the grant period, proof of payment, and pre-approved overhead costs. Final reimbursement requests must include a final report and documentation of grant match. Grantees who fail to submit a reimbursement request and final project report or request for extension **by July 30, 2005** shall **forfeit their grant funding**. Copies of reporting requirements are available upon request.

NORTHERN NEVADA URBAN AND COMMUNITY FORESTRY GRANT (U&CF) GRANT APPLICATION INSTRUCTIONS AND PROPOSAL FORMAT

Grant Application Instructions Pages 4 and 5

- ★ **Send 1 original PLUS 6 copies.** Please do not enclose proposals in folders or binders.
- ★ Proposals must be received by 12 noon, Monday, April 12, 2004.
- ★ Proposals should be in an 8.5" x 11" format, on white or light colored paper.
- ★ Late or faxed applications will not be considered.
- ★ Submit proposals to: Susan Stead, Urban Forestry Grant Program
Nevada Division of Forestry, 2525 South Carson Street, Carson City NV 89701-5502

Grant Proposal Format

- I. Use a completed *Application Summary Sheet*, page 7, for your Proposal cover sheet.
- II. **Purpose, objectives and needs.** In a few concise sentences or bulleted statements, describe or explain:
 - A. The background of the project, project site or community. Photos may be included.
 - B. The purpose of this proposal. What is the project, where is the project located, who owns the property, and who is the targeted audience?
 - C. The needs and objective(s). 1) State the reason(s) this project is needed – the issues, needs or problems this project addresses or meets. 2) List the desired outcomes, results or benefits of this project – what do you hope to accomplish.
- III. **Work plan/Project activities.** In a few concise sentences, bulleted statements, or lists, describe:
 - A. Administration. Who will oversee the project and the paperwork?
 - B. Participants. Who are your participants (other agencies, organizations, cooperators and volunteers)?
 - C. How are the above participants involved, how many, and how will they be trained?
 - D. Describe major activities (scope of work) and include a schedule or timetable for planning and activities.
 - E. Complete the following section #1 if you are submitting a tree planting proposal. Complete the following section #2 if you are submitting an urban forestry planning, educational or outreach proposal.

Section 1) Proposals for tree-planting projects:

- a) List the quantity, common name, (and scientific name if known), size, and estimated cost for each group of plant species. Include a site plan map that shows plant species locations, spacing between plants and the location and distance from existing plants, hardscape, overhead power lines, buildings or other features pertinent to planting site. The plan may be hand drawn and does not need to be drawn to scale.
- b) Include a description of the soils. This can be a summary of an NRCS Soil Survey, or from a soil test. The cost of a soil test may be included in the grant request.
- c) Include a description, parts list and drawing of the irrigation system.
- d) Describe the actions you will take to ensure the project is maintained properly for a minimum of three years. Provide the name, position and telephone number of the person(s) responsible for maintenance of the project. If your grant request is approved, this person shall assume responsibility for maintenance of the project by signing a form similar to the *Maintenance Specifications Sheet* on page 6. *Optional: You may also attach a letter of support/commitment from the person(s) or agency responsible for maintenance.*

Section 2) Proposals for urban forestry management planning, education or outreach: Provide the name(s) and credentials of program presenters, contractors, group or person(s) developing the proposed management plan, education/outreach materials, or performing the inventory. Include a draft or outline of the content of any proposed community forestry management plan, educational materials, signage, workshop agenda, or inventory. Three originals of any deliverables (e.g. videos, booklets, pamphlets, community plans or designs) are required with your final grant report.

SECTIONS IV. THROUGH VII. PROPOSAL FORMAT CONTINUED ON NEXT PAGE

IV. Estimated project budget. Use the following budget format to detail how grant funds will be spent, and the applicant's grant match using the

BUDGET FORMAT

FUNDS REQUESTED (<i>itemize grant funds requested under the categories listed below, as applies</i>)	
A. Costs related to tree planting, tree health, tree renovation, irrigation, demonstration projects. Include outreach, signage and brochure costs related to the planting project.	<i>A. Subtotal</i>
B. Costs related to education, outreach, community planning, tree assessments, registrations, and travel.	<i>B. Subtotal</i>
C. Administrative/overhead costs. (maximum allowed: 12% of requested project costs)	<i>C. Subtotal</i>
Total Grant Funds Requested	\$
APPLICANT NON-FEDERAL MATCH	
A. In-kind Services and contributions (labor, administrative services, equipment use, supplies, materials)	<i>A. Subtotal</i>
B. Volunteer match (valued at \$16.50/hour trained labor, \$8 to \$12/hour untrained labor).	<i>B. Subtotal</i>
C. Cash match	<i>C. Subtotal</i>
Total Applicant Match (<i>must equal or exceed grant funds requested</i>)	\$
TOTAL PROJECT COST	

EXAMPLE OF A COMPLETED BUDGET PROPOSAL

FUNDS REQUESTED	
A. Costs related to tree planting, tree health, tree renovation, irrigation, demonstration projects Include outreach, signage and brochure costs related to the planting project.	
• 20 15 gallon trees @ \$80 each (list species here or in section III. E.1.)	\$1,600
• 2 (4 ft.) Balled & burlapped trees @ \$60 each (can list out species here or in section III. E.1.)	\$120
• 1 cu yd 2 inch bark mulch for top-dressing	\$50
• Irrigation Supplies, 44 2-gph self-cleaning emitters, filter, 500' ½" poly pipe, punch, fittings	\$200
B. Costs related to education, outreach, community planning, tree assessments, registrations, travel:	
• 5 Photo enlargements mounted on foam core \$45. Portable Display Board \$200.	\$245
Total Grant Funds Requested	\$2,215
APPLICANT NON-FEDERAL MATCH	
In-Kind Services and contributions	
• 1 Project Coordinator 30 hours @ \$14/hr (at regular salary)	\$420
• 2 Parks B & G staff at 4 hrs ea. to install irrigation delivery system @\$12/hour, (normal salary)	\$96
• Office supplies and postage for distributing project announcement, printing handouts	\$30
• Nursery discounted trees by \$10 each (22 trees)	\$220
• 2 additional Scotch Pine @ \$60 each donated by Scotch Garden Club	\$120
• Planting day refreshments provided by Del's Deli	\$50
• Backhoe rented to install main line 4 hours @30/hr	\$120
Volunteers 12 volunteers @ 8 hours each @ \$16.50/hour (trained rate)	\$1584
Cash Contributions Community clean-up day fund-raiser \$200	\$200
Total Applicant Match	\$2,840
Total Project Cost	\$5,055

V. Follow-up and Evaluation. Describe how you will evaluate or measure the success of your project. Also describe any follow-up activities and potential for continuation of the project.

VI. Letter(s) of support or commitment. Please limit to a total of 5 letters for A. and B. below. Letters may have signatures from more than one group or person. Complete Section C. if it applies to your project.

A) Your volunteer(s) or volunteer group.

B) From public officials, partners, cooperating agencies or community groups (e.g. Mayor, Commissioners, City/County Managers, Parks Commission, local Tree or Beautification Board, School Board, Buildings and Grounds Department, Public Works, Economic Development, members of the business community, Cooperative Extension, U.S. Forest Service, Conservation District, others).

C) If applicable: For tree planting or renovation projects on public property that is **not** owned by applicant organization, include letter(s) of authorization/approval as appropriate (e.g. School Board, NDOT, city or county, others), that specifically grants permission for the project and clearly defines maintenance responsibilities.

VII. Optional attachments not to exceed four pages. These might include, but are not limited to; ✿ additional budget details ✿ project location map/additional photos ✿ additional information on project coordinators or volunteers.

NEVADA DIVISION OF FORESTRY - NEVADA URBAN AND COMMUNITY FORESTRY 2004 GRANT PROGRAM
MAINTENANCE SPECIFICATIONS

AT PLANTING TIME. Once tree is set in the hole, cut and remove all twine around trunk and the root ball.

Remove all burlap, and a minimum of the top half of any wire basket surrounding the root ball. Also cut any girdling roots. No fertilizer is needed at planting time or for the first growing year.

IMMEDIATELY AFTER PLANTING

1. **Watering.** Water each plant immediately and continue watering until bubbles stop rising in the watering basin. After water has soaked away, add additional soil, if needed, to eliminate air cavities or to cover exposed roots. **Any plants with the top of the rootball below soil grade must be dug up and replanted so the top of the rootball is level with the surrounding soil grade.** Water weekly during the growing season.
2. **Mulching.** Topdress with shredded wood chips or other organic material, no more than four (4) inches thick, in a 3 to 4 foot diameter around the plant. Keep mulch a minimum of four (4) inches away from the tree trunk. Replenish annually to a depth of four (4) inches.
3. **Staking.** A) Always remove the grower's tree stake and ties, labels, and trunk protectors immediately after planting. B) **Support staking is NOT typically recommended nor approved for funding.** Although staking information is included with award materials and in the *Tree Care Training session* for approved grantees, it is not an indication of funding approval or need. An approved staking technique for a top-heavy deciduous tree is to drive two stakes into the ground just outside the perimeter of the planting hole and perpendicular to the prevailing winds. For each stake, attach one end of the strapping material to the stake at the lowest practical level to maintain it upright, wrap around the tree and fasten the other end to the same stake. Use a broad, soft strapping material such as a soft, wide fabric or the commercial wide, green stretchy horticulture tape. It is important that the tree is still able to move at least 4" - 6" after being staked. Cut off tops of stakes that might hit or rub the trunk or lower limbs. Other staking guidelines are provided with the grant award materials and in the workshop. **Stakes must be removed after 1 (one) year, or if stakes are left in the ground for protection purposes, remove staking ties after one year.**
4. **Tree Wrap.** Not recommended.
5. **Pruning.** Do not remove lower branches, headback, remove the leader (main shoot), or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or a competing leader. All pruning cuts must follow pruning guidelines that are provided with the grant award materials and in the *Tree Care* training session. For large deciduous shade trees, begin removal of lower branches in the second or third to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

EXTENDED MAINTENANCE

1. **Plant maintenance.** The grantee assumes the responsibility of maintenance for three (3) years following planting. This includes watering, fertilizing, insect and disease control, weeding, structural pruning, and the removal of support stakes or ties after one year. The grantee is responsible for re-setting plants to an upright position or to proper grade and for the removal and replacement of any dead or severely damaged plants for a period of three years. Replacement plants must be of the same species or alternate species pre-approved by the grantor.
2. **Irrigation maintenance.** Add new emitters after the second year and move older emitters and lines further away from the trunk to encourage roots to spread. If using bubblers, additional bubblers may be necessary during the third year. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season, but, as described above, should be made larger in diameter every year.

COMPLIANCE INSPECTIONS. All trees must be alive, healthy and properly planted and maintained for project to be considered complete. Grantee shall periodically inspect the project during the three-year (3) maintenance period and immediately remedy any deficiencies. The granting agency, NDF, or its designee shall periodically inspect the planting for tree health and compliance with maintenance requirements.

Northern Nevada Urban and Community Forestry GRANT APPLICATION SUMMARY PAGE, 2004

Proposals are due no later than 12:00 noon, Monday, April 12, 2004

Use this page for the cover page to your proposal.

Submit 1 original plus 6 copies

Late, faxed or incomplete applications shall not be considered.

 Please check here if you would be able to complete your project by September 30, 2004 and submit a report and reimbursement request by October 15, 2004.

- I. Applicant organization/agency _____
Address _____ City _____ Zip _____
Telephone _____ FAX _____
Project Coordinator Name/Title _____ Telephone _____
- II. Project: a) Title _____
b) Location _____
c) Purpose _____
- III. Approximate Date(s) of Project Activity(ies) _____
- IV. a) Number trees to be planted _____ b) Number of shrubs to be planted _____
c) Estimated number of participating volunteers _____
- V. Budget Summary
a) U&CF Grant funding being requested \$ _____
b) Applicant Grant Match \$ _____
c) Total Cost of Project, a) + b) \$ _____
- VI. a) Tax ID Number _____ - _____ b) Grant Funds would be payable to: _____
c) Does your organization have a Nevada State Vendor Number? _____
If known, please provide the number: _____

TERMS AND CONDITIONS

Whereas, It is understood and agreed upon by the undersigned that:

1. Funds that are granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all State and Federal regulations and restrictions.
2. PROPOSED CHANGES TO THIS PROJECT as approved, shall require pre-approval for budget category changes greater than 10% of the grant award and major changes to the scope of the project such as project location, design and tree species selection. Pre-approval may be requested in writing by the applicant to the Nevada Division of Forestry Urban Forestry Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.
3. The undersigned shall comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352) and all requirements imposed by or pursuant to that law.
4. The undersigned HEREBY ASSURES THAT if approved, shall take measures necessary to execute this agreement.

VII. Name & Title of Authorized Official (Type or Print) _____

VIII. Signature _____ **Date** _____

Return original plus six (6) copies to:

Susan Stead, Urban Forestry Program
Nevada Division of Forestry, 2525 South Carson Street
Carson City, Nevada 89701-5502

FOR ADDITIONAL INFORMATION CONTACT: Susan Stead, Urban Forestry Program Coordinator, NDF Carson City Office, telephone (775) 684-2506; Tony Dietz, Urban Forester, Elko NDF Office, telephone (775) 738-3454; John Christopherson, Resource Management Officer, NDF Western Region, telephone (775) 849-2500 Ext. 243; Patricia Rowley, Urban Forestry Volunteer Coordinator, UNR Cooperative Extension, telephone (775) 784-1447, Lisa Calderwood, Community Forester, Las Vegas NDF Office, telephone (702) 486-5123 (Ext. 231).